

CONFIDENTIAL

Sanitized Copy Approved for Release 2010/01/19 : CIA-RDP55-00166A000200050030-5

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 28 May 1953

FROM : Chief, Orientation and Briefing Division

25 YEAR RE-REVIEW

SUBJECT: Report for Week 21 - 27 May 1953

## I. INDOCTRINATION

1. On Thursday, 21 May, a total of 68 persons attended the Indoctrination Course. The audience was composed of 60 new people (31 male and 29 female), [redacted] of the Signal Center, and the following 6 persons from the Directorate of Intelligence, USAF:

### Name

### Title

Maj. Helmuth M. Eberhard	Intelligence Staff Officer, Estimates
Maj. Karl R. Johnson	Intelligence Staff Officer, Estimates
Maj. Ralph S. Jordon	Intelligence Staff Officer, Estimates
Maj. Harlan S. Laycock	Intelligence Staff Officer, Estimates
Lt. Col. William L. Maher	Intelligence Staff Officer, Targets
Maj. Walter R. Ostrom	Intelligence Staff Officer, Policy

2. In following up the request of [redacted] of the Signal Center for more detailed information of DD/P operations, and in particular, the location of the various DD/P offices, [redacted] Chief, Administration, DD/P, was asked to get in touch [redacted] to arrange for further briefing of Message Center personnel. This step was suggested by [redacted] of the DD/P Training Committee, who felt that since this was a request for administrative information, it could be best handled by [redacted] agreed completely that this was the best method of handling it.

3. At the request of the Chief, Plans and Policy Staff, OTR, two individuals from IAC Agencies, participating in the Tenth BIC, will attend the Indoctrination Program on 28 May. They are Mr. Charles T. Skow, Jr., Department of State, and Mr. Robert J. Bower, Department of the Army.

## II. ORIENTATION

The official report of the Tenth Agency Orientation Course has been completed and forwarded to the D/TR and to the DD/TR(G).

## III. SPECIAL

1. The information on the use of 117 Central as a conference room was provided upon request to the office of [redacted] Chief, Building

CONFIDENTIAL

Sanitized Copy Approved for Release 2010/01/19 : CIA-RDP55-00166A000200050030-5

25X1

-2-

Maintenance and Utilities Branch, OGS. It was indicated by [ ] office that this information is to be used by Col. White in connection with a survey being made of all conference rooms.

25X1

2. On Monday, 25 May, [ ] of TSS conferred with the Chief, Orientation and Briefing Division (OB/D), about the physical aspects of creating a conference room for TSS use. Information on possible layouts and arrangements was provided.

25X1

3. On Tuesday, 26 May, [ ] visited Capt. Paul Allen, Personnel Officer, Directorate of Intelligence/USAF. At this meeting Capt. Allen, having confirmed the invitation with the DI Training Officers, Maj. Barbour and Maj. Welch, offered seven slots for CIA use at the next DI Indoctrination Program to be held in the latter part of June. This information was made available at the staff meeting, 27 May, and action will be taken when the date of the program has been determined.

25X1

4. On Friday, 29 May, the Chief, OB/D, will address the current class of the CIC School, Fort Holabird, Maryland. This talk is being given with the approval of the D/TR.

25X1

**CONFIDENTIAL**

25X1